

CLASS INFORMATION

Title: Correcting a Cash Batch Prior to Posting

Date: Wednesday, August 18, 2010

Time: 3:00 p.m. (MDT)

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CLASS OUTLINE

Title: Correcting a Cash Batch Prior to Posting

Topic #1 Determining that the Cash Receipt Batch is Incorrect

- Verifying the Control Amount
- Reviewing the Deposit Report

Topic #2 Voiding a Cash Receipt

- Create A Void Cash Receipt Batch
- Create a Cash Receipt for \$.01
- Edit the Cash Receipt to Move to the Void Batch
- Delete the incorrect Cash Receipt
- Verifying the Control Amount
- Reviewing the Deposit Report
- Continue Processing the Batch